Ebbsfleet Development Corporation

Validation Requirements for Planning Applications

The Town and Country Planning (Development Management Procedure) (England) Order 2015 sets minimum requirements that an application for planning permission must include to be valid, known as National List requirements.

Depending on the type and scale of an application, further information and supporting documentation may be required in order to fully describe the development proposals, the application site, and impact on surrounding land and buildings, which is outlined in the Local List.

A Local List, together with general requirements for documents has been produced by Ebbsfleet Development Corporation (EDC) for the purpose of:

- Providing guidance to applicants prior to submission of an application and certainty of the information required;
- Enable EDC to have the necessary information to determine applications and minimise the need for further submissions; and
- Ensure consistency of approach in registering and validating applications whilst recognising the need for variation appropriate to local circumstances.

Definitions

A Major Development is where any one or more of the following apply:

a) The winning and working of minerals or the use of land for mineral-working deposits;
b) Waste development;
c) Provision of 10 or more dwellinghouses, or where it is not known whether 10 or more dwellinghouses will be provided, on a site of area 0.5 hectares or more;
d) The provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more;
e) Development carried out on a site of area 1 hectare or more

A Minor Development is where none of the above statements for Major Development apply.

An Environmental Impact Assessment (EIA) Development is development listed in Schedule 1, or Schedule 2 (and likely to have significant effects on the environment) of the Town and Country Planning (Environmental Impact Assessment) Regulations 2011 (as amended).

General Requirements

A minimum of 1 copy in paper format must be provided for all documents submitted.
For electronically submitted documents, the maximum individual file size is 50MB.

In addition the submission of a Document submission Schedule is required in which it lists the submitted drawings and documents along with the corresponding drawings numbers, this is also to be updated when new and revised documents are added to the application after the validation process. This is requested in order to reduce confusion and to provide a document which states clearly which documents are still relevant to the application so that the officer knows they are dealing with the most up to date drawings and documents.

Any plans or drawings submitted must be to a metric scale and also include:

- A measurable scale bar or marked dimensions
- A title, subject of the drawing, and date
- A unique drawing number also indicating any revisions
- For drawings containing different elements of a proposal, the elements to be clearly grouped under headings

National List Requirements

The following documents will be required for all applications except where indicated.

Document	Requirements
Standard Application Form	Completion in full
Ownership certificate (Included with the Standard Application Form)	Ownership Certificate A, B, C or D must be completed. For this purpose an "owner is anyone with a freehold interest, or leasehold interest in the land, the unexpired term of which is not less than 7 years.
Agricultural Holdings Certificate (Included with the Standard Application Form)	This certificate is required whether or not the site includes an agricultural holding. All agricultural tenants must be notified prior to the submission of the application. This certificate is not required for the following application types: • Reserved matters • Renewal of temporary planning permission • Discharge or variation of conditions • Tree preservation orders • Express consent to display an advertisement.
Notice(s)	A notice to owners of the application site must be completed and served.
Location Plan	Should be drawn at scale 1:1250 or 1:2500 on an up-to-date map and clearly show: • The application site edged with a red line including all land necessary to carry out the development, for example, land required to access to the site from the public highway, visibility splays, landscaping, car parking and open areas around buildings. • The direction of North • Any other land owned by the applicant, close to or adjoining the application site, edged with a blue line • Sufficient roads (where possible two named roads) and/or buildings with property numbers or names adjoining the application site
Site Plan	Should be drawn at scale 1:200 or 1:500 on an up-to-date map and clearly show: • The direction of North • The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries

	And the following (unless these would not influence or be affected by the proposed development): • All buildings, roads and footpaths on land adjoining the site including access arrangements • All public rights of way crossing or adjoining the site • The position of all trees on the site, and those on adjacent land that could influence or be affected by the development • The extent and type of any hard surfacing • Boundary treatment including walls or fencing where this is proposed
Block Plan	Required where necessary to describe the development Should be drawn at scale 1:200 or 1:500 on an up-to-date map and clearly show: • The direction of North • The position of buildings or structures adjacent to the site that could be affected by the proposed development.
Existing and Proposed Elevations	Required where necessary to describe the development Should be drawn at scale 1:50 or 1:100 and clearly show: • The proposed works in relation to the existing layout • The proposed works in relation to any altered layout • The proposed building materials (where possible) • Where a proposed development adjoins another building, or is in close proximity, the relationship between the two buildings and positions of the openings on each property • Where relevant, a street elevation with the proposed development in relation to adjoining buildings.
Existing and Proposed Floor Plans	Required where necessary to describe the development Should be drawn at scale 1:50 or 1:100
Existing and Proposed Site Sections and Finished Floor and Site Levels	Required where necessary to describe the development Should be drawn at scale 1:50 or 1:100
Existing and Proposed Roof Plans	Required for any roof that would be created or altered by the proposed development Should be drawn at scale 1:50 or 1:100
Application Fee	The correct fee as prescribed by: *The Town and Country Planning (Fees for Applications and Deemed Applications - Requests and Site Visits) (England) Regulations 2017* Further guidance on application fees is available on from Planning Portal via the following link:

	https://www.planningportal.co.uk/info/200126/applications/59/how_to_apply/7
Design and Access Statement (DAS)	Required for major developments (10 or more residential units or 1,000 square metres or more floorspace). Also required for other developments where any part of the development falls within a conservation area or a property appearing on the World Heritage List, and the development consists of: (i) the provision of one or more dwellinghouses; or (ii) the provision of a building or buildings where the floor space created by the development is 100 square metres or more. A Design and Access Statement is not required to support applications for: (i) The removal of conditions associated with an earlier consent (ii) Engineering or mining operations (iii) Waste Development (iv) The material change of use of land or buildings Where a Design and Access Statement is required this should: • Explain the design principles and design concept and how the design relates to its wider context (through a full context appraisal where appropriate) • Be illustrated, as appropriate, with plans and elevations; photographs of the site and its surroundings; and other illustrations such as perspectives • Explain how the access arrangements would ensure that all users (including people with disabilities) would have equal and convenient access to buildings and spaces and the public transport network • Address the need for flexibility of the development and how it may adapt to changing / future needs.

Minerals and Waste Applications

Kent Minerals and Waste Local Plan Policy DM16 requires applications for minerals or waste development to be supported by sufficient, relevant drawings, plans and information. This includes information specified in the County Council's guidance notes for minerals and waste applications, which is available from the following link:

http://www.kent.gov.uk/planningapplications

This guidance will be reviewed and updated periodically.

Local List Requirements

Documents required in addition to National list requirements, dependent upon the proposed development.

An indication of circumstances where documents may be required, and expected content has been outlined below, please note however this is not exhaustive. Applicants are advised to seek advice before submitting an application if uncertain whether a document is required for a proposal or any queries regarding the content.

Policies referred to in the Local List

National Planning Policy Framework (February 2019)

Dartford Borough Local Development Framework:

- Dartford Core Strategy (September 2011)
- Dartford Development Polices Plan (July 2017)
- Housing Windfall SPD (October 2014)
- Parking Standards SPD (July 2012)
- Community Infrastructure Levy – Approved Charging Schedule (April 2014)

Gravesham Borough Local Development Framework:

- Gravesham Core Strategy (September 2014)
- Gravesham Local Plan First Review (November 1994) - Saved Policies (September 2014)
- SPG2 Residential Layout Guidelines (February 1996)
- SPG3 Advertisement Control Guidelines (November 1996)
- SPG4 Kent Vehicle Parking Standards (July 2006)

Kent Minerals and Waste Local Plan 2013-30 (September 2020)

Document	**Relevant Policy Provision**	**Requirements**
Affordable Housing Statement	Dartford Core Strategy Policy CS19 Dartford Development Policies Plan Policy DP9 Gravesham Core Strategy Policy CS16	Required for residential development of 15 or more dwellings/ site size 0.5 hectares or more. Statement should include information on affordable and market housing including: • The numbers of residential units • Levels/ types of affordability and tenure • Mix of units with numbers of habitable rooms and/or bedrooms or the floor space of habitable areas of residential units • Garden area or public open space • Plans showing the location of units and their number of habitable rooms and/or bedrooms, and/or the floor space of the units • Details of any Registered Social Landlords acting as partners in the development
Air Quality Impact Assessment	Dartford Core Strategy Policy CS23 Dartford Development Policies Plan Policies DP3 & DP5 Gravesham Core Strategy Policy CS11	Required where a development is proposed inside or adjacent to an Air Quality Management Area (AQMA), or where the development could result in the designation of an AQMA. The assessment should demonstrate how the development does not unacceptably impact on local air quality, and/or is not unacceptably

		impacted upon by local air quality, including any remedial or mitigation measures proposed.
Bat Survey	EC Habitats Directive 1992 Conservation (Natural Habitats &c.) Regulations 1994 (as amended). Dartford Core Strategy Policy CS14 Dartford Development Policies Plan Policy DP25 Gravesham Core Strategy Policy CS12 & CS19	Required for development which proposes modifications to a roof or demolition (for example loft conversions and residential extensions abutting a gable end, eaves or soffits), conversion, demolition or removal of buildings and structures (especially roof voids) involving the following: • All agricultural buildings (e.g. farmhouses and barns); • All buildings that are within 200m of woodland and/or water and/or open countryside; • All tunnels, air raid shelters, cellars and underground ducts and structures; • All bridge structures; or • Any buildings, structures, feature or locations with an existing bat record or subject to a report of bat activity.
Biodiversity Survey and Report	Dartford Core Strategy Policy CS14 Dartford Development Policies Plan Policy DP25 Gravesham Core Strategy Policies CS12 & CS19	Required for major developments Also required for minor developments in relevant or sensitive locations or with possible impacts on wildlife and biodiversity, in particular protected species such as: • Bats; • Great Crested Newts (where known breeding pond is on site or within 250m); • Badgers; or • Common reptiles
Building for A Healthy Life Assessment	Dartford Development Policies Plan Policy DP2 Gravesham Core Strategy Policy CS19	All major residential developments require an assessment following the Building for Life national standard for well-designed homes and neighbourhoods. Further details on the criteria and assessment requirements can be found on the Design Council website https://www.designcouncil.org.uk/resources/guide/building-life-12-third-edition. This may be included where appropriate in the Design and Access Statement. (Should be clearly identified)
Community Infrastructure Levy (CIL): Additional Information Form; Or Exemption Form	Dartford Core Strategy Policy CS23 & CS26 Dartford Community Infrastructure Levy - Approved Charging Schedule	Required for applications within Dartford Local Authority area which are liable for CIL. Copies of forms and further guidance on Dartford CIL and liability is available from Dartford Borough Council via the following link: http://www.dartford.gov.uk/by-category/environment-and-planning2/new-planning-homepage/community-infrastructure-levy

Contour Plan	Dartford Development Policies Plan Policies DP2 & DP11 Gravesham Core Strategy Policy CS19	Required where necessary to demonstrate development proposed at different levels The plan should show how elements of the proposed development relate to each other, neighbouring buildings, and the wider locality in relation to different levels.
Construction Management Plan	Dartford Core Strategy Policy CS23 Dartford Development Policies Plan Policies DP3 & DP5 Gravesham Core Strategy Policy CS11 Gravesham Local Plan Saved Policies T1 & T3	Required for major developments Details should be included of how on-site impacts will be managed during the demolition/construction phase (particularly on homes, other sensitive uses and biodiversity), including traffic management, dust, noise, vibration and stability.
Daylight/Sunlight Assessment	Dartford Core Strategy Policy CS17 Dartford Development Policies Plan Policies DP2, DP7 & DP8 Gravesham Core Strategy Policy CS19	Required for applications: (i) Where there is a potential adverse impact upon the current levels of sunlight/ daylight enjoyed by neighbouring properties, including associated gardens or amenity space; (ii) Where the application site itself is subject to potential adverse impact from adjoining buildings or features; or (iii) Where one part of the development is affected by another part of the same development The assessment should demonstrate how impacts on daylight and sunlight to neighbouring properties and/or properties within the application site are remedied or mitigated.
Delivery Management Plan	Dartford Development Policies Plan Policies DP14, DP17, DP18, DP19 & DP20 Gravesham Core Strategy Policies CS07 & CS08	Required for developments which include new employment and retail uses The plan should outline how the impact of service deliveries including night-time deliveries will be minimised.
Economic Statement	Dartford Core Strategy Policy CS7 Dartford Development Policies Plan Policy DP20 Gravesham Core Strategy Policy CS07	Required for major developments Also required for minor developments: i) Falling within Use Classes B1, B2 or B8 exceeding 1,000m2 gross external area; or ii) Resulting in the loss of either employment land or employment opportunity The statement should be provided that describes the employment impact from the proposed development, including the loss of employment land including:

		• Details of existing and proposed job numbers as full-time equivalents • The relative existing and proposed employment floorspace totals (local and borough wide) • Any community benefits • The loss of any employment land • The condition of the existing use of the site • How long the land has been marketed for (normally 2 years) • The costs of retaining it in employment use • Proposals for use / training of local labour See also Retail/ Office Impact Statement
Employment Land Study	Dartford Core Strategy Policy CS7 Dartford Development Policies Plan Policy DP20 Gravesham Core Strategy Policy CS07	Required for Developments that would result in the redevelopment of an existing employment site for another non-employment generating use.
Employment Skills Plan	Dartford Core Strategy Policy CS9 Dartford Development Policies Plan Policy DP20 Gravesham Core Strategy Policy CS07	Required for major developments Proposals should be accompanied by a plan to show how the proposal accords opportunities for training, apprenticeship or other vocational initiatives to develop local employability skills required by developers, contractors or end users of the proposal.
Energy/ Sustainability Statement	Dartford Core Strategy Policy CS23 Dartford Development Policies Plan Policy DP11 Gravesham Core Strategy Policy CS18	Required for major developments Statement should demonstrate: • Sustainability principles of the proposed development, including the positive environmental, social and economic considerations. • Predicted energy demand of the proposed development and the degree to which the development meets current energy efficient standards. • National standards for sustainable development that have been met • Elements of the scheme that address sustainable development issues (e.g. appraising different forms of renewable sources of energy, water resource management etc)
Environmental Statement	The Town and Country Planning (Environmental Impact Statement) Regulations 2011 (as amended)	Required for EIA development Where an EIA is required, Schedule 4 to the regulations sets out the information that should be included in an Environmental Statement.

		It may be helpful for a developer to request a 'screening opinion' (i.e. to determine whether EIA is required) from the EDC before submitting a planning application. In cases, where a full EIA is not required, EDC may still require environmental information to be provided.
Flood Risk Assessment	Dartford Core Strategy Policy CS24 Dartford Development Policies Plan Policy DP11 Gravesham Core Strategy Policy CS18	Required for proposals of 1 hectare or greater in Flood Zone 1; and for any development in Flood Zones 2 or 3 or in a critical drainage area as designated by the Environment Agency The Flood Risk Assessment should: • Identify and assess the risks of all forms of flooding to and from the development; • Demonstrate how these flood risks will be managed, taking climate change into account; • Identify opportunities to reduce the probability and consequences of flooding. • Include the design of surface water management systems including Sustainable Drainage Systems (SuDs); and • Address the requirement for safe access to and from the development in areas at risk of flooding.
Floorspace Calculation	Dartford Core Strategy Policies CS18 Dartford Development Policies Plan Policy DP8 Gravesham Core Strategy Policy CS19	Required for schemes where new residential, commercial or industrial development is proposed or extensions to existing commercial or industrial units. The following should be included: • Matrix or showing compliance with internal floor space standards • Measured floor plans identifying room furniture to demonstrate living accommodation is of an appropriate size • Any demolition and/or increase in floorspace provided in square metres.
Foul Sewage and Surface Water Drainage Assessment	Dartford Core Strategy Policies CS24 & CS25 Dartford Development Policies Plan Policies DP2 & DP11 Gravesham Core Strategy Policy CS18	Required for major developments Also required for minor developments that will increase site coverage with buildings and hard surfaces, or development on sites traversed by public sewers The assessment should: • Identify the existing infrastructure; • Identify where an increase in capacity is required and what measures these will involve;

		• Demonstrate that the applicant has consulted the relative utility providers. • Provide details (including proposed materials) of surface water management systems or Sustainable Drainage Systems (SuDS) in order to prevent surface water run off and flooding.
Habitat Regulation Screening assessment	Habitats Regulations Assessment (as amended) 2010 Dartford Development Policies Plan Policy DP25	For Large residential development of 15 dwellings or more on site within the Dartford zone of influence.
Heritage Statement	Dartford Development Policies Plan Policies DP2, DP12 & DP13. Gravesham Core Strategy Policy CS20 Gravesham Local Plan Saved Policies TC2 and TC3	For Historical/ Heritage Assets, Archaeological features and Scheduled Ancient Monuments. A written statement that includes: • A schedule of works to the listed building(s) • An analysis of the significance of archaeology • History and character of the building/structure, • The principles of and justification for the proposed works and their impact on the special character of the listed building or structure • Its setting and the setting of adjacent listed buildings may be required. See also Structural Survey
Land Contamination Assessment	National Planning Policy Framework Paragraph 170 Dartford Development Policies Plan Policy DP5 Gravesham Core Strategy Policy CS19	Required for redevelopment in locations where contamination is known or suspected, in particular where the proposed use is sensitive, and for residential development if the site is within 250m of a former landfill site or other potentially contaminated land. Sufficient information should be provided to determine the existence or otherwise of contamination, its nature and the risks it may pose and whether / how this can be satisfactorily mitigated.
Landscape and Visual Impact Assessment	Dartford Development Policies Plan Policy DP2, DP12 & DP13 Gravesham Core Strategy Policies CS12 & CS19	Required for major developments, proposals for high buildings, and other developments that may affect the openness of protected open spaces, important local views, or views of landmarks, townscape, or major skyline ridges. For landscaping reserved at outline stage the assessment should explain the principles that will inform any future landscape proposals.

		For all other applications the assessment should explain: • Landscaping details and proposals for long term maintenance and landscape management. • Proposed landscape treatment of public and private spaces within the site and its relationship with the area surrounding the site • Reference to landscaping and detailed landscaping proposals which follow from the design concept in the Design and Access Statement. • Proposals for existing trees and other vegetation, whether being removed, or retained in new developments and protected during the construction of the development. If the development contains no landscape component, the assessment should explain why landscaping is not relevant.
Accessible Homes Statement	Dartford Core Strategy Policies CS18 Dartford Development Policies Plan Policy DP8 Gravesham Core Strategy Policy CS19	Required for all new residential developments Assessment should set out how the development maximises provision of Accessible/ Adaptable accommodation to be built to the following standards: • Building Regulations Part M4[2] Accessible Dwellings; and • Building Regulations M4[3] Wheelchair Adaptable/ Accessible Dwellings
Lighting Assessment	Dartford Development Policies Plan Policies DP2, DP12, DP13 and DP25 Gravesham Core Strategy Policies CS12 and CS19	Required where external lighting is provided or made necessary by the development in: i) Publicly accessible developments ii) The vicinity of residential property, listed building or a conservation area, sensitive natural area or the open countryside; or outside of these areas where the external lighting proposed is significant. The assessment should include: • Details of external lighting; • Proposed hours when lighting will be switched on; • Layout plan with beam orientation; • Schedule of equipment in the design
Community Facilities Statement	National Planning Policy Framework Paragraph 92 Dartford Core Strategy Policy CS21	Required for applications which would result in the loss of Community Facilities (including but not limited to those which provide health, welfare, social, educational, sports/ recreation, spiritual, and

	Dartford Development Policies Plan Policy DP21 Gravesham Core Strategy Policies CS09, CS10 and CS19	cultural needs of the community, as well as post offices and public houses). The statement will need to provide sufficient evidence in relation to: • Viability of retaining the community facility in its existing use including details of any marketing undertaken; • Exploration of alternative community uses for the facility including potential future demand; and • Availability of alternative community provision within the locality
Noise and Vibration Impact Assessment	Dartford Development Policies Plan Policy DP5 Gravesham Core Strategy Policy CS19	Required for developments that: i) Raise issues of disturbance by noise to the occupants of nearby existing buildings; or ii) Are considered to be noise sensitive and are close to existing sources of noise A noise assessment should be prepared by a suitably qualified acoustician.
Open Space Assessment	Dartford Development Policies Plan Policy DP24 Gravesham Core Strategy Policy CS13	Development of sites that contain playing fields, sports pitches, land designated as Borough Open Space and/or other non-designated public amenity space.
Parameter Plans	Dartford Core Strategy Policy CS17 Dartford Development Policies Plan Policy DP2 Gravesham Core Strategy Policies CS15 and CS19	Required for outline planning applications, detailed consideration on the use and amount of development. Information should be provided on: • The use or uses proposed for the development and any distinct development zones within the site including land use plan identifying areas of amenity, highways (adopted / un-adopted), and public areas • The amount of development proposed for each use. • An indicative layout with separate development zones proposed within the site boundary • Indicative access points – an area or areas in which the access point or points to the site will be situated.
Parking Provision	Dartford Development Policies Plan Policies DP3 & DP4 Dartford Parking Standards SPD Gravesham Core Strategy Policy CS11	Required for developments which impact on parking provision. Applications should show details of existing and proposed parking provision.

	Gravesham Local Saved Plan Policy P3	Where appropriate include a parking calculations spreadsheet outlining the developers' parking provision assessment. Parking details should be clearly shown on a site layout plan and applications should include a schedule of any parking.
Photographs/ Photomontages	Dartford Development Policies Plan Policies DP2 DP12 & DP13 Gravesham Core Strategy Policy CS19 Gravesham Local Plan Saved Policies TC2 & TC3	Required for developments involving the demolition of an existing building or development affecting a conservation area or a listed building. Also encouraged for other developments to show useful background information. These should show how developments (in particular large schemes) can be satisfactorily integrated within the street scene.
Planning Obligations – Draft Head of Terms	Dartford Core Strategy Policies CS21 & CS26 Gravesham Core Strategy Policies CS07 & CS10	Required for major developments, and other developments where planning obligations are necessary to mitigate the impact of the development. A statement with the proposed Head of Terms should be submitted together with details of title to the land comprised in the application site; for registered land, up-to-date official copies of the Register and Title Plan from the Land Registry in respect all interests; or for unregistered land a certified copy of the root of title and any conveyances referred to therein.
Planning Statement	Wide range of Dartford Core Strategy, Local Plan Saved policies, and Development Plan Policies Dartford Housing Windfall SPD Wide range of Gravesham Core Strategy Policies	Required for • Major developments • Residential development on sites not identified in the Strategic Housing Land Availability Assessment (Windfall sites) • Other developments which raise a wide range of planning issues, including justification of "very special circumstances" for development in Green Belt. The statement should be provided in addition to a Design and Access statement (where a DAS is required), include a supporting document / plan list and detail: • How the development accords with relevant National and Local Policies, standards and supplementary guidance • Reference to relevant site history • Any demolition and/or increase in floorspace in square metres (where new residential, commercial or industrial development, or extensions to existing commercial or industrial units is proposed) • Consultations with the local planning authority and wider community / statutory

		consultees undertaken prior to submission (except where information provided in Statement of Community Involvement).
Refuse and Recycling Storage Statement	Dartford Core Strategy Policy CS17 Dartford Development Policies Plan Policy DP2 Gravesham Core Strategy Policy CS19	Required for residential development, employment, education and entertainment/leisure proposals. This should demonstrate how adequate and convenient facilities will be provided for storage of refuse and recyclable materials as part of the design. Details provided can be in the form of a written statement, shown on plan(s), included with a Planning statement, or included with Design and Access Statement.
Residential Management Plan	Various Gravesham Core Strategy Policies	Required where any non-conventional residential accommodation is proposed; • Build to rent • Purpose-Built Shared Housing and Existing HMO's • Specialist Housing • Student Accommodation This should be a plan setting out the nature of residential use proposed, with details of: • Tenancy type and duration • Intended occupier details • Support facilities/staff • Accommodation servicing strategy and facilities
Retail / Office Impact Assessment	National Planning Policy Framework Paragraph 85 Dartford Core Strategy Policies CS7 and CS12 Dartford Development Policies Plan Policies DP14, DP17, DP18, DP19 and DP20 Gravesham Core Strategy Policies CS07 and CS08	Required for major developments that include retail/ office provision, and other for retail/ office development not in accordance with the local plan and/or are located outside of town / village centres. This should comprise a supporting statement that describes the impact from the proposed development on the existing nearby centres, and should provide: • Details of proposed job numbers as full-time equivalents • Apply sequential test to sites outside of centres • Show the proposed floorspace totals • Details of any community benefits Where applications propose change of use from retail or offices within town centres to other non-town centre uses, an assessment in support of the proposal needs to be submitted to demonstrate that the use is no longer required. This should include details of marketing for a period of up to two years.

Road Safety Audit	Dartford Development Policies Plan Policies DP3 & DP4 Gravesham Core Strategy Policy CS11 Gravesham Local Plan Saved Policies T1 & T5	A Stage 1 and/or 2 Road Safety Audit (RSA) will be required for major developments where the existing highway needs to be altered to accommodate the development. The RSA will be carried out at the developers' own expense by a team approved by the Kent County Council in its capacity as local highway authority. Further information on RSA's can be obtained by referring to the Department for Transport's Design Manual for Roads & Bridges (DMRB) Volume 5 Section 2 Part 2 HD/19/03 Road Safety Audit (Highways Agency 2003) together with the Chartered Institution of Highways & Transportation (CIHT) guidelines published in 2008 and entitled 'Road Safety Audit'. Also the documents Manual for Streets (MfS) 1 published in 2007 and MfS2 published in 2010 have consequences for RSA's.
Site Waste Management Plan	Dartford Development Policies Plan Policy DP5 Gravesham Core Strategy Policy CS19	Encouraged for developments where significant development works are proposed comprising demolition, excavation or construction The plan should identify: • The volume and type of material to be demolished and/or excavated • Opportunities for the reuse and recovery of materials • How off-site disposal of waste will be minimised and managed
Statement of Community Involvement	National Planning Policy Framework paragraphs 39-42	Required for Major Developments The statement should set out how the applicant has undertaken pre-application consultation in accordance with the NPPF. This should demonstrate how the views of the local community / stakeholders have been sought and taken into account in the formulation of development proposals.
Structural Survey	Dartford Development Policies Plan Policies DP12, DP13, and DP22 Gravesham Core Strategy Policies CS02 and CS20 Gravesham Local Plan saved Policies TC2 & TC3	Required in support of an application if the proposal involves substantial demolition, including: • Demolition of structure within conservation areas (e.g. building, wall etc), barn conversion applications etc. • Demolition of Listed Buildings; • Conversion/reuse of buildings in Green Belt

		A structural survey may also be required in support of an application for listed building consent where no demolition of a structure is proposed.
Telecommunications Development Statement	Dartford Development Policies Plan Policy DP5 Gravesham Core Strategy Policy CS10	Required for Telecommunications applications Details should be provided for • The area of search • Any consultation undertaken • Appraisal of suitable sites • The proposed structure • Technical justification for the proposed development. Planning applications should be accompanied by a signed declaration that the equipment and installation has been designed to be in full accordance with the requirements of the International Commission on Non-Ionizing Radiation Protection (ICNIRP).
Town Centre Uses and Retail Impact Assessment	Dartford Core Strategy Policy CS12, Dartford Development Policies Plan Policies DP14 and DP15 Gravesham Core Strategy Policy CS08	For Major Developments and non-major developments that include change of use of retail premises.
Transport Assessment	National Planning Policy Framework paragraph 111 Dartford Core Strategy Policy CS15 Dartford Development Policies Plan Policies DP3 & DP4 Gravesham Core Strategy Policy CS11	Required for developments with significant transport implications. to comply with the latest national Guidance, currently: http://planningguidance.communities.gov.uk/blog/guidance/transport-evidence-bases-in-plan-making/ Please seek advice before submitting your application
Travel Plan	Dartford Core Strategy Policy CS15 Dartford Development Policies Plan Policies DP3 & DP4 Gravesham Core Strategy Policy CS11	Required for Major developments, and other developments which are likely to impact upon local highway network. Travel plan needs to comply with the latest national Guidance, currently: http://planningguidance.communities.gov.uk/blog/guidance/travel-plans-transport-assessments-and-statements-in-decision-taking/transport-assessments-and-statements/

Tree Survey and Arboricultural Implications Report	Dartford Development Policies Plan Policy DP2 & DP25 Gravesham Core Strategy Policy CS12 & CS19	Required for developments which will have an impact on trees within the application site or on land adjacent to it (including street trees). Information will be required on which trees are to be retained and on the means of protecting these trees during construction works. This information should be prepared by a qualified arboriculturist and refer to best standard practice (British Standards Guidance). The report can also include proposals for long term maintenance and landscape management. There should be reference to landscaping and detailed landscaping proposals which follow from the design concept in the Design and Access Statement, if required. Existing trees and other vegetation should, where practicable, be retained in new developments and protected during the construction of the development.
Utilities Statement	Dartford Core Strategy Policy CS11 Dartford Development Policies Plan Policy DP2 & DP6 Gravesham Core Strategy Policy CS10	Required for major developments Statement should detail: • Utility assets which could be affected by the development, identified through Utility Records search • Utility Diversions which may be required as a result of the development • Information on existing utility capacity, sufficient spare capacity and/or new utility infrastructure required to meet proposed requirements of the development
Ventilation/ Extraction Statement	Dartford Development Policies Plan Policy DP14, DP17, DP18 & DP19 Gravesham Local Plan Saved Policy S7	Required for developments which include new uses within Class A3, A4 or A5 or where retail, business, industrial, commercial, leisure or similar developments propose substantial ventilation or extraction equipment to be installed. Statement should include details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics.
Viability Appraisal (Paper copies and working electronic version)	Dartford Core Strategy Policies CS2, CS10, CS14, CS18, CS19, CS21, and CS26 Gravesham Core Strategy Policies CS10, CS12, CS13, CS14, CS15 and CS16	Required for major residential applications and major developments that do not offer the full range of planning obligations required by policy Also required for other applications where viability is relied upon as a factor in determining the application. Please refer to notes on viability appraisal given at the end of this document.

Volume Calculations	Dartford Core Strategy Policy CS13 Dartford Development Policies Plan Policy DP2, DP5 & DP22 Gravesham Core Strategy Policy CS02	Required for new extensions / replacement residential buildings located within Countryside / Green Belt, Volume calculations (measured externally) should identify the size of the dwelling at the time it was built or at 1948 (if erected prior to this date). Volumes for any subsequent extensions should be calculated together with the volume of the proposed extensions.
Water Course / Drainage Statement	Dartford Core Strategy Policy CS25 Dartford Development Policies Plan Policy DP2 Gravesham Core Strategy Policy CS18	Any development affecting a watercourse will need to identify the watercourse and the applicant may need to submit a separate Ordinary Watercourse Consent application to the Authority.
Wharves, Contours/ Levels and Mineral Sites **Please seek advice prior to making an application for information required in relation to specific proposal**		
Document	**Relevant Policy Provision**	**Requirements**
Commercial Viability Study	Dartford Core Strategy Policy CS6 Gravesham Core Strategy Policies CS07 & CS11 Kent Minerals and Waste Local Plan Policies CSM 6 and DM 8	Required for proposals to redevelop wharves for alternative uses
Mineral Extraction Assessment	National Planning Policy Framework Paragraphs 144 & 148 Gravesham Core Strategy Policy CS03	Required for proposals in vicinity of Mineral Sites
Site Preparation Strategy	Dartford Development Policies Plan Policies DP2 & DP11 Gravesham Core Strategy Policy CS19	Required for proposals involving re-grading of contours

Notes on Viability Appraisal

Pre-application Stage

- An applicant should provide details relating to proposed methodology, inputs and a draft viability appraisal at pre-application stage where viability is likely to be a consideration in determining the application.
- An applicant should discuss Section 106 Heads of terms at pre-application stage so that this is addressed at an early stage and to enable financial contributions to be included in the assessment.
- Proposals should be designed in a form that accords with Local Plan policies, including the requirement to provide the maximum reasonable level of affordable housing and integrate this within the overall scheme, and that reflects the outcome of the viability assessment process.

Application Stage

Viability Assessment should provide an open book appraisal to be assessed by an independent assessor at the cost of the applicant. The appraisal should include all relevant information:

Proposed Scheme Details

- Floor areas
    - Residential: Gross Internal Area (GIA) and Net Saleable Area (NSA)
    - Commercial / Other: Gross Internal Area (GIA) and Net Internal Area (NIA)
- Proposed specification for each component of development, consistent with assumed costs and values, and target market / occupiers
- Residential unit numbers, sizes and habitable rooms including the split between private and affordable tenures
- Site area and densities

Development Programme

- Project plan, including land acquisition, pre-build, construction and marketing periods and phasing (where appropriate)
- Viability cashflow

Gross Development Values - Assumptions justified with reference to up to date transactions and market evidence relating to comparable new build properties within a reasonable distance from the site, and, where relevant, arrangements with future occupiers.

- Anticipated residential sales values, ground rents, sales rates (per month), assumptions regarding forward sales and supporting evidence
- Anticipated rental values, yields and supporting evidence
- Details of likely incentives, rent-free periods, voids for any commercial element

Information relevant to comparable properties should be fully analysed to demonstrate how this has been interpreted and applied to the application scheme.

Affordable Housing Values - should reflect the offer/s made by Registered Providers for purchasing the affordable housing element of the development. Evidence of calculations underpinning affordable housing values, including details of rental and capital receipts (including staircasing), discussions with RPs and subsidies should be provided.

Build Costs

- Build costs based on RICS Build Costs Information Service (BCIS), with values correctly reflecting the specific proposal, and justified to show that an appropriate and reasoned approach has been taken in estimating the costs
- Where applicants seek to rely on a specific assessment of build costs rather than a recognised publically available source of information: expected build cost and supporting evidence including a fully detailed elemental cost plan demonstrating the basis of cost estimations and evidence of contractor costs. Disaggregated abnormal costs (if relevant)

that can be benchmarked against BCIS
- Details of other costs such as demolition costs and supporting evidence
- Sales/ letting and professional fees and supporting evidence

Developer Profit - supporting evidence from applicants to justify proposed rates of profit. This should take into account the individual characteristics of the scheme, including property market conditions and a development's risk profile, and profits achieved on comparable schemes.

- Profit on cost and value
- Development yield
- Supporting evidence from applicants to justify proposed target rates of profit taking account of the individual characteristics of the scheme
- Internal Rate of Return (IRR) will only be relied upon as a measure of profit if satisfied that the development programme, timing of cost and value inputs and target IRR have been fully justified In these cases, profit will also be considered as a factor of GDC/ GDV alongside IRR

Benchmark Land Value

- Existing Use Value (EUV) based on evidence including existing income, comparable data and details of condition of existing site.
- Comparable market evidence justification for any premium applied over EUV, taking account of circumstances of site and guidance in SPD
- Freehold/leasehold titles
- Tenancy schedule - to include lease summaries (where appropriate)
- Details of income that will continue to be received over the development period
- Arrangements between landowner and developer, including any land sale, development or
- tenancy agreements
- Evidence for how benchmark land value reflects planning policy
- Alternative Use Value (AUV) only accepted where there is a valid consent for the alternative use or if the alternative use would clearly fully comply with the Development Plan, supported by a full viability appraisal with a provisional design indicating how the alternative use could be accommodated on the site.

Planning Contributions

- Section 106 Costs
- Community Infrastructure Levy (Dartford only)

Development Finance - Finance costs appropriate to the type of proposal, reflecting that finance costs vary throughout the development period, with the majority of interest costs typically incurred during construction

Other

- Statutory declarations to verify accuracy of information submitted/ regarding performance related pay according to outcome of viability process / deliverability of scheme proposed
- Other information requested by EDC having regard to the specific application

Transparency & Confidentiality

The availability of information submitted as a part of the planning process is important to ensure public participation in the planning process, confidence in the planning system and the accountability of those undertaking the assessments. Information submitted as a part of, and in support of a viability assessment should be treated transparently and be available for wider scrutiny. In submitting information, applicants do so in the knowledge that this will be made publically available alongside other application documents.

Exceptions to public availability allowed in limited circumstances and only in the event that there is a convincing case that disclosure of an element of a viability assessment would cause harm to the public interest to an extent that is not outweighed by the benefits of disclosure. If an applicant considers that an exceptional circumstance is likely to arise, this should be raised at an early stage within the pre-application process.